

Air Reserve Component (ARC) HSI Follow-Up Response Procedures

Instructions for the central medical unit OPR

Please follow the steps below for each Area rated Unsatisfactory in your final HSI report.

- Timeline: Elements assessed as a “Critical Discrepancy” or “Programmatic Failure” requires the medical unit to provide a written response to ANG/SG or NAF/SG, as applicable, within 6 months of receiving the draft report. The initial 6-month response may be an interim report if the item is not closed; however, elements are expected to be completely resolved within 12 months following the inspection. If corrective actions extend beyond the suspense date, units are required to provide follow-up replies, including estimated completion dates, every 90 days until closure.
- Complete the “Air Reserve Component (ARC) HSI Follow-Up Response Worksheet” located at <https://www-4afia.kirtland.af.mil/Medical-Operations/sg-index.htm> for each element rated as a “Critical Discrepancy” or “Programmatic Failure”.
- In the response summary area, please provide detailed, specific information on how the finding was, or will be, corrected. NOTE: Address corrective actions for each element scored less than “4” within the area. State what procedures, training and/or tracking measures were put in place to ensure future compliance.
- For issues needing further attention, indicate what has been accomplished, what is planned and provide an estimated date of completion.
- Please do not respond to elements that are rated as a major or minor discrepancy.
- The central medical unit OPR is required to collect all individual OPR responses and assemble them into a single Microsoft Word® electronic document. E-mail the document to the POC identified below. Only if the document cannot be easily e-mailed, the central medical unit OPR may fax or mail (electronic transmission is preferred, unless you have attachments which cannot easily be transmitted) to:

HQ ANG/SG Fax: DSN 246-7446 / Commercial (301) 836-7446
ATTN: CMSgt Boyle
DSN 278-8251 / Commercial (301) 836-8251
Email: Richard.Boyle@ang.af.mil

HQ ANG/SG Mailing Address:
HQ ANG/SGMO (CMSgt Boyle)
3500 Fetchet Avenue
Andrews AFB MD 20762-5157

622 RSG/SG:

ATTN: SMSgt Vaughn

DSN 625-3761 / Commercial (888) 436-3761

FAX: DSN 625-3619 / Commercial (678) 655-3619

Email: George.Vaughn@dobbins.af.mil

604 RSG/SG:

ATTN: Col Butler

DSN 447-2116 / Commercial (909) 655-2116

FAX: DSN 447-4239 / Commercial (909) 655-4239

Email: Raymond.Butler@march.af.mil

610 RSG/SG:

ATTN: CMSgt Collins

DSN 739-5190 / Commercial (817) 782-5190

FAX: DSN 739-5168 / Commercial (817) 782-5168

Email: Ellis.Collins@carswell.af.mil

**ANG/AFRC
actions**

After receiving your response package, ANG/SG or NAF/SG will:

- Forward each response to an individual with expertise in the area of the finding.
- The reviewer will evaluate your response to determine if the item has been reasonably corrected or if progress and stated goals are appropriate.
- The reviewer evaluating each element/area will contact the finding-specific OPR for additional information, if necessary.
- The reviewer will provide a written evaluation of your plan and/or accomplishments that will include suggestions, references, contact points and other information, which may help to resolve the situation. They will also list any requirements for subsequent reports.
- ANG/SG or NAF/SG will consolidate the inspectors' evaluations and return the package to your identified medical unit OPR.
- For AFRC units, once the element rated "Critical Discrepancy" or "Programmatic Failure" is closed, the NAF/SG office will forward the findings closure to AFRC/SGM.

**Additional
help**

Questions regarding responses to elements rated as a "Critical Discrepancy" or "Programmatic Failure" should be addressed to the ANG/AFRC/NAF POCs identified above.
